**Over the past couple of weeks we have really been taken an in depth look at our procedures for supervision and school safety. I have developed the following description of the duties that you are assigned in an effort to provide you more clarity on what is expected from each duty station. The following is a list of duty stations and a description of what is expected while assigned to the stations.**

**Front steps of the building**; this is one of the most important locations for supervision due to the fact that we have people picking up and dropping off students, and this is the area where most of our students assemble in the morning and afternoon. In this area we need to be very vigilant of the surroundings and the traffic. Although the area says front steps of the building it is highly recommend that you come off the stairs and move throughout the students.

**Front steps of the auditorium**; once again, this is a very important area for supervision due to the fact of students from across the street and also this is where the biggest majority of the students assemble. This station should be using the same procedures and guidelines as the front steps. Teachers assigned to this area should be very vigilant about activities from students crossing the street in the mornings and in the afternoons. Standing on the stairs gives you a better view of what is going on with the students, but just like the front stairs, teacher should move throughout the students.

**Gymnasium**; this area will only be used in bad weather, and during the winter months. Teacher supervising in this area should be very vigilant about what students are doing while they are sitting waiting for class, when there is more than one teacher assigned to this area, they should make an effort to walk down into the new gym. And back into the locker room areas to make sure that there are no students and those areas.

**Walker Avenue side of the auditorium**; supervision in this area is similar to the front steps of the auditorium due to the fact that we have students coming from across the street in the mornings and exiting across the street in the afternoons. In the afternoons once a student leaves the campus they are not allowed to come back onto the campus for any reason. In the mornings once students are here they are not allowed to exit over across the street. Teacher supervising in this area should just make sure of students leaving campus or visitors coming on to campus.

**Hallways**; teachers assigned to hallways should move throughout the building making sure that all students that are in the building are assigned to an area. We do not allow students in the building until after the bell so any student in the building should have a pass or be assigned to the teacher’s room. Just like all the other stations it is imperative that we continuously move around the areas.

**Comet crosswalk**; this is the most important area of supervision that we are responsible to supervise, this is due to the fact that we have vehicles driven by students, while other students are crossing the street. Teachers assigned to this duty should make sure that they are on time and they have a state required vest to identify them as a person in charge. To conduct this duty you are required by law to use these vest at all times. While conducting this duty the teachers should be very vigilant of oncoming traffic and the number of students that are assembling to cross from the PDC to the high school.

**Lower student parking lot**; when assigned to this area teacher should make sure that the student’s park and exit the vehicle to the school.

**Cafeteria center line**; teachers that are assigned to this should make sure that they are in the cafeteria before the students are released for lunch, this will provide you ample opportunity to get in position to make sure that students do not break line, and enter the line in an orderly manner.

**Center stairway**; teachers assigned to this area should first help with supervision in the cafeteria and once students are through the line they will move to the center stairway to make sure that no students exit upstairs to the main building.

**Back hall; hot lunch line**; teachers assigned to this area should first make sure that the students are in the line and orderly manner and are not cutting into line. Once all the students has gone through the line the teacher will move to the back hallway to make sure that no students go down the back halls.

**Outside front of the building during lunch**; the person assigned to this duty primary responsibility is to make sure students pick up all trash and conduct themselves in an orderly manner during lunch. This person should move around consistently to make sure that no students are leaving campus for lunch. This duty is also located in front of the school so we need to be very vigilant about people coming on and off campus.

**Auditorium stairway**; the person assigned to this duty should be very vigilant about students coming up into the main building during the lunches; there should be no students up in the main building for any reason without a pass.

Elevator stairway entrance; the description of this duty is the same as the auditorium stairway